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MEMORANDUM FOR: Chief, Plans and Policy Staff

11 December 1957

SUBJECT: Intelligence School Weekly Report #50
5 December through 11 December 1957

Document No. 25

No Change in Class. ☐Class. ☐

By: 25

I. SIGNIFICANT ITEMS:

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On 5 and 6 December a full two-day briefing planned and coordinated by [] was presented to the 22 members of the Foreign Service Institute Mid-Career Course on Foreign Affairs. The DDCI opened the program with a message of welcome. In addition the briefing was highlighted by the presentation of Mr. Kirkpatrick, who spoke on "Mission, Functions, and Organization of CIA," and [] who spoke on CIA's objectives in the Far East and the problems encountered in the realization of those objectives. Both the Chairman of the course and the students responded enthusiastically to the program. They particularly expressed appreciation when the two days were over of the manner in which they were taken into our confidence in discussions of our functions and problems. FSI intends to ask for the program henceforth four times a year as an integral part of all future Mid-Career Courses.

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II. OTHER ACTIVITIES:

A. Intelligence Orientation

(1) Results of the final examination given in IO #16 show that the performance of the group was somewhat below the usual average for the course.

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(2) The IO staff has completed a partial revision of the final examination in line with A & E recommendations. We expect to complete the final revision in time for the January, 1958 course. [] and [] will be meeting at regular intervals during the next few weeks to meet this deadline.

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(3) Exhibits

(a) Despite the heavy snowstorm, General Cabell and members of his staff visited the Support Exhibit on 4 December. Reports indicate that General Cabell was

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impressed with the exhibit, found it extremely educational, and felt that it served its purpose well. The exhibit closed an hour earlier than usual because of the early dismissal of Agency personnel that day.

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(b) [] representatives of other IAC agencies attended the Intelligence Products Exhibit on 5 December. A special group of SAC officers attached to OCR also attended. [] briefed the visitors on mission and functions of CIA before they visited the exhibit.

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(c) Previously the Chief Instructor of the CSR had made arrangements for students to attend the IO exhibits on 4 December. [] briefed the students in this course on the nature and purpose of both exhibits. The students visited the Support Exhibit, but were unable to come to the Intelligence Products Exhibit because of schedule changes necessitated by the bad weather.

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(d) The Office of Basic Intelligence has improved its exhibit considerably by displaying individual chapters of an NIS under appropriate headings.

(e) [] who is coordinating both exhibits, is planning the design and construction of a new exhibit for O/O, to be completed early next year.

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(f) The Supply and Services Section rendered fine assistance in setting up and dismantling exhibits last week.

(h) [] is arranging for special briefings to be given to the IO staff by members of various IAC subcommittees. Briefings have been scheduled so far with Economic Defense Intelligence Committee and Guided Missiles Intelligence Committee.

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(5) [] is continuing work on the DDP descriptive material to be utilized in the Intelligence Orientation. He is also engaged in revamping the review exercise in the organization of the Intelligence Community.

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(6) [] is arranging through Visual Aids personnel to obtain films from Army, Navy, Air Force, and commercial sources for the IO staff to review during the next three weeks. It is planned to make a thorough film survey and where possible to update films used as teaching aids.

S-E-C-R-E-T

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B. Management Training

(1) Basic Supervision #36 for GS 9-11 supervisors began on 9 December with the maximum enrollment of [] are from DDP, [] from DDI, and [] from DDS, with [] from Cable Secretariat. Fourteen offices are represented.

(2) Basic Management #39 for GS 11-13 will conclude on 13 December.

C. Operations Support

(1) The Office of Communications is showing renewed interest in several aspects of OTR coverage of O/C, including that in the Operations Support area. On 5 December [] of their training office, telephoned to inquire regarding the organizational coverage given O/C by this staff. [] advised her that it was mentioned in the lecture on DDS organization and in the presentation of Project Procedures, where it was noted as a coordinating component in DDP projects. Within ten minutes of [] conversation, [] of the same unit within O/C telephoned [] and posed the same question to her. He was given the same reply.

(2) [] requested [] of the Office of Logistics to review the lecture on Shipment of Household Effects. This resulted in revisions to incorporate recent changes.

(3) [] is coordinating the use of forms used in name checking and document requests in the student kits for both Administrative Procedures and Operations Support. She is working with [] Chief, RI Training Officers, and with [] Chief, Operational Approval Section, and [] Chief, CI Training Branch.

(4) [] Chief, Machine Records Division, has requested assistance in training clerical personnel to complete and maintain the new Personnel Information Card. [] will assume responsibility for this project, which may involve only one training session. He is conferring with representatives of the Office of Personnel, as well as with [] concerning the training requirements. A formal request will be submitted by the Division to DTR.

S-E-C-R-E-T

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D. Intelligence Production

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(1) On Monday, 9 December, [] lectured in the Effective Speaking Course. His subject was "Use, Design, and Production of Graphic Aids."

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(2) During the past week [] met with Messrs. [] of OCR to discuss a questionnaire to be used in a training program for OCR. These discussions were based on a meeting between [] and the OCR task force on training.

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(3) During the past week [] met with a number of analysts in OSI to discuss projects which he is working up for the Intelligence Research Techniques course and to set an effective date for the first running of this course.

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E. OCR Orientation Officer

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(3) On 9 December [] conducted the CIA Introduction for [] persons.

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F. Clerical Training

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(1) During the week of 2 December there were [] people in Clerical Induction Training. Of these, [] were entering class for the first time. During the same period, there were [] people in Clerical Orientation.

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(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 2 December were as follows: of [] people tested in shorthand, [] qualified; of [] tested in typewriting, [] qualified.

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(3) As a follow-up to her conference with members of Ops Support Faculty, [] of PP Training Office, met with [] to discuss Agency correspondence training. No action was taken, but [] was informed of the coverage in Clerical Training, especially regarding correspondence.

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III. PERSONNEL NOTES:

(1) [] attended the National Reading Conference in Ft. Worth, Texas, on 5-7 December 1957. A summary of the highlights of this conference will be submitted to this office.

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(2) [] returned to duty 11 December.

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[]
Chief, Intelligence School

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